

SECRET

24 NOV 1967

**MEMORANDUM FOR:** Deputy Director for Science & Technology

**ATTENTION** : Chief, Administrative Support Staff, DD/S&T

**SUBJECT** : Official Home-Area-to-Work Transportation for  
Critical Key Employees During Snow Emergencies

**REFERENCES** : (a) Memo dtd 29 Sept 67 to DD/S&T fr D/L, subject:  
Changes in the Critical Key Employee List for  
Official Home-Area-to-Work Transportation  
During Snow Emergencies

(b) Memo dtd 14 Nov 67 to D/L fr C/ASS-DD/S&T,  
subject: Critical Key Employee List During  
Snow Emergencies

1. In connection with referenced memoranda, special transportation will be provided for the Deputy Director for Science and Technology when required. The attachment includes emergency pickup points and routes to accommodate the other designated critical key employees requiring official transportation from home areas to work during officially declared snow emergencies.

2. Due to equipment and manpower limitations, emergency transportation can only be provided for a small cadre force when public and private transportation is at a standstill. The designated single point-of-contact official in your Office will be notified when weather conditions are such that this emergency plan is to be placed into effect.

3. In order to prevent undue demand on limited Agency transportation capabilities, I am attaching enough copies (51) of the listing of emergency pickup points and routes for distribution to the critical key employees named in Reference (b).

Signed: 

*George E. Meloon*  
George E. Meloon  
Director of Logistics

Att

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**SUBJECT: Official Home-Area-to-Work Transportation for Critical  
Key Employees During Snow Emergencies**

**Distribution:**

**Orig & 1 - Addressee, w/att**

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OL/PS/TPB:

(24 Nov 67)

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